



UNITED STATES PROBATION OFFICE  
WESTERN DISTRICT OF NORTH CAROLINA

# VACANCY ANNOUNCEMENT

Charlotte, North Carolina

## HUMAN RESOURCES SPECIALIST

The United States Probation Office for the Western District of North Carolina is seeking qualified candidates for the position of HUMAN RESOURCES SPECIALIST. This position will be located in the Probation Office but will provide the full range of human resources management services and counsel to both the U.S. Probation Office, U.S. District Court Clerk's Office, and Judges including the administration of the day-to-day aspects of human resources programs, and participation in the planning and development of human resources policies and procedures. For a detailed position description visit [www.ncwd.uscourts.gov](http://www.ncwd.uscourts.gov).

To qualify for the position, an applicant must be a high school graduate or the equivalent. Applicant must have a minimum of three years of general experience plus three years of progressively responsible specialized experience in the human resources field which provided the candidate a working knowledge of all aspects of personnel management. Applicants must possess excellent administrative and planning skills, exceptional communication skills and an ability to interact successfully with staff at all levels.

Salary range is \$54,757 to \$88,973 (CPS 29) dependent upon current salary and qualifications.

Employee will be eligible for federal benefits.

Send cover letter and resume:

Greg Forest  
Chief United States Probation Officer  
200 South College Street, Suite 1650  
Charlotte, NC 28202

*This position shall remain open until June 1, 2004.*

*This position requires mandatory electronic fund transfer for payment of net pay.*

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**